

CHAPTER 6

RECEIPTS AND EXPENDITURES

In chapter 5 we discussed the various ways that you can order material and services. This chapter pertains to the receipt and expenditure of the material that you have ordered. The various types of receipt documentation, the payment of dealers' bills, and the preparation of any documents that are missing from the material will be explained.

MATERIAL RECEIPTS

Material receipts are classified by type. Think of receipts in a larger context; one that includes the initial handling of stores, the verification of packages and papers, the processing of receipt papers, and the inspection and disposition of incoming stores.

By regulation, the supply officer is responsible for all the functions listed previously, but the actual handling of the functions is carried out by the leading Storekeeper (SK) in charge of the storerooms. This SK is responsible for supervising the handling of all incoming stores except those for which other SKs may be personally accountable, such as subsistence items. The SK also sees that stores are brought aboard, properly identified, checked, sorted, and distributed to the supply department storerooms or ship's departments, and that receipt documents are properly processed and turned in to the supply office. The duty SK must make sure material delivered after normal working hours, on weekends, or on holidays is received, identified, inspected, and placed in the designated receiving area. If the receipt document is marked for direct turnover (DTO), the material should be turned over to the appropriate department. The duty SK must also make sure receipt documents are properly annotated and given to the leading storeroom SK the following workday. In performing these duties, the leading SK exercises direction over other SKs and over working parties handling the incoming stores.

PREPARATION FOR RECEIPT OF MATERIAL

The narrative and illustration (fig. 6-1) in this section are intended to provide the afloat supply officer and senior enlisted personnel in the supply department with guidelines for the preparation of material delivery, receipt, and eventual storage.

In United States Ports

To facilitate effective planning of departmental and shipboard work, the supply officer and senior SKs must coordinate the scheduling of shipboard receipt between the shipping activity and the in-port routine and operating schedule of the ship. Arrangements should be made to receive stores during normal working hours, whenever practical, and well in advance of anticipated ship movement. If working party assistance from other departments will be required to load stores, the

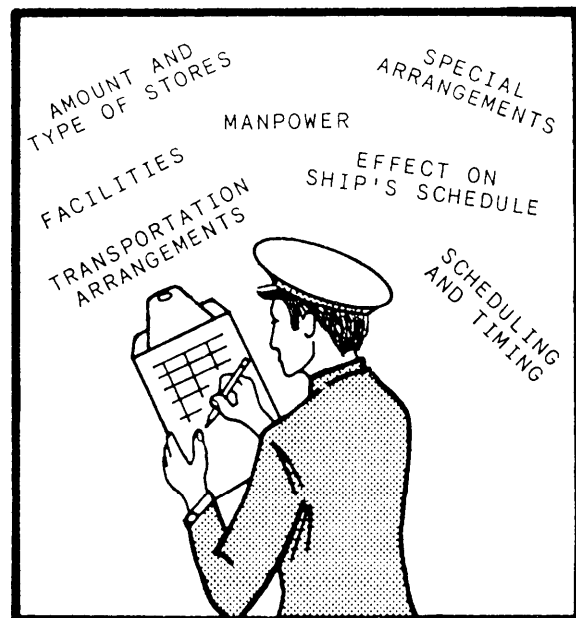


Figure 6-1.—Factors in planning stores loading.

executive officer must be informed of the supply officer's intentions before making a delivery commitment. When the material to be received is considered classified or accountable, the supply officer will coordinate the security arrangements necessary for delivery.

In scheduling deliveries from a supply activity, arrangements must be made with transportation personnel in the material department of the activity. This department normally will provide the transportation to deliver the stores to the ship. In the event that conflicting delivery schedules occur between the ship and the supply activity, other arrangements for delivery of the stores become the responsibility of the supply officer of the ship. The supply officer may elect to use vehicles and boats from the ship or may make arrangements with the base motor pool or fleet boat pool for temporary use of their equipment.

Before a ship leaves a port for an extended period of time, the supply officer and senior SKs should make certain all purchased supplies ordered under contract have been delivered to the ship. If these supplies have not been delivered, they should make sure proper arrangements have been made with the suppliers either for cancellation of the order or for transshipment to the ship at another destination. If the ship is leaving for an overseas destination, the supply officer, or the commanding officer of a ship without a Supply Corps officer, should arrange for delivery to a shore supply facility. Copies of the order must be provided to the shore supply activity, with instructions to receive and transship the supplies, receive the dealer's invoice, and arrange for prompt payment to the dealer.

In Foreign Ports

Ships at anchor or moored in foreign ports normally are replenished from ships of the combat logistics force (CLF) and United States military installations. In-port replenishment (INREP) from a fleet issue ship or military installation in a foreign port involves similar planning to receipt of material when in United States ports, except that the receiving ship may be required to provide transportation for the stores requested.

At Sea

When deployed, ships are replenished at sea from ships of the CLF via underway replenishment (UNREP). Requisitions to CLF ships are submitted in advance of the replenishment by mail, message, or other specified means. Material is transferred either by high-line while the ships involved are steaming on parallel courses

or by vertical replenishment (VERTREP) whereby helicopters lift net loads of material from the deck of the fleet issue ship and deposit it on the deck of the receiving ship.

Stores generally are received aboard too rapidly to permit taking a count at the net load drop point. The following procedures are recommended to accomplish a smooth functioning replenishment with an accurate item count:

- Before the replenishment, assign personnel to specific tasks in the replenishment operation; whenever possible, have personnel from other departments work under the supervision of their own petty officers; in successive replenishments, see that personnel assignments are as consistent as possible.

- Develop traffic flow patterns in advance of the replenishment to prevent jam-ups of material and personnel.

- Station responsible petty officers at various locations in the traffic flow pattern to ensure expeditious handling of stores and to minimize the possibility of material loss.

- Do not try to count items received at the drop point; instead, record receipts at the last convenient point before actual entry into the designated storeroom; use experienced SKs to act as checkers to record these receipts.

RECEIPT DOCUMENTATION

Material received aboard ship is accompanied with a variety of receipt papers depending upon the manner that the material was requested, the issuing activity, and the modes of transportation used in delivery. Before actual receipt of material, various other documents are received indicating notice of material procurement, inspection, movement, and billing. Particular circumstances will dictate what documents will be received with a given commodity. There are, however, certain certifications and annotations common to all receipt documents. The end-use receiver must date the document upon receipt, circle the quantity accepted, and sign the document to indicate receipt.

In the following headings we discuss the procedures and files used by your activity for processing various types of receipt documents.

Material Inspection and Receiving Report

The Material Inspection and Receiving Report, DD Form 250, is used for the delivery of materials procured under government contract. The DD Form 250 can also be used for the shipment of material procured by a shore activity

using a DD Form 1155. The DD Form 250 is a multipurpose document that serves principally to provide evidence of inspection or acceptance at either the material source or its destination and to substantiate contract payments. When material is furnished directly to your ship by a commercial contractor, and inspection or acceptance at destination is indicated on the DD Form 250, the material should be inspected by the appropriate technical personnel and completed by that representative and the receiving SK.

Upon receipt of the material, the SK should make sure the received quantity is the same as the ordered quantity. If the quantities are the same, he or she should put a check mark in block 17. If the quantities are different, the actual quantity received should be entered and circled below the quantity shipped. The quantity damaged, short, or unacceptable may be shown and an explanation as to the reason should be made in writing on the form by the SK receiving the material. (See fig. 6-2.)

MATERIAL INSPECTION AND RECEIVING REPORT		PROC INSTRUMENT IDEN (CONTRACT)		ORDER NO	6 INVOICE NO	7 PAGE 1 OF 1
		GS-OOS-56300 N00171-81-F-0124				8 ACCEPTANCE POINT D
2 SHIPMENT NO	3 DATE SHIPPED	4 B/L	5 DISCOUNT TERMS			
KW00001		TCN	1/2 of 1% - 20 DAYS			
9 PRIME CONTRACTOR CODE		10 ADMINISTERED BY CODE				
KW BATTERY COMPANY 3555 HOWARD STREET SKOKIE, ILLINOIS 60554		DCASR-CHICAGO O'HARE INT'L AIRPORT P. O. BOX 66475 CHICAGO, ILLINOIS 60666				
11 SHIPPED FROM (If other than 9) CODE		12 PAYMENT WILL BE MADE BY CODE				
		DCASR-CHICAGO DCRI-FMC O'HARE INT'L AIRPORT P. O. BOX 66475 CHICAGO, ILLINOIS 60666				
13 SHIPPED TO CODE		14 MARKED FOR CODE				
TRANSPORTATION OFFICER NAVAL SUPPLY CENTER OAKLAND, CALIFORNIA 94625		USS JOHN PAUL JONES (DDG-32)				
15 ITEM NO	16 STOCK/PART NO (Indicate number of shipping containers-type of container-container number)	17 QUANTITY SHIP'D/REC'D	18 UNIT	19 UNIT PRICE	20 AMOUNT	
4	MFG P/N A-5685-38, TYPE 6 FN-11 BATTERY STORAGE, NET AND CHARGED 1 SKID (2 BOXES) REQN P2122 3170 1466	2	EA	\$214.35	\$428.70	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> INDICATES 1 RECEIVED IN GOOD CONDITION; 1 DAMAGED </div>				
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 1 damaged (cracked casing) DISCOUNT - EXPEDITE </div>				
21. PROCUREMENT QUALITY ASSURANCE		22. RECEIVER'S USE				
<input type="checkbox"/> PQA <input type="checkbox"/> A ORIGIN ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.		<input type="checkbox"/> PQA <input type="checkbox"/> B DESTINATION ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.				
DATE 16 APR 92 SIGNATURE OF AUTH GOVT REP		DATE RECEIVED 16 APR 92 SIGNATURE OF AUTH GOVT REP				
TYPED NAME AND OFFICE		TYPED NAME AND OFFICE L. Q. SMITH SK2 USN				
23. CONTRACTOR USE ONLY		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD </div>				
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> COMPLETED BY AUTHORIZED GOVERNMENT REPRESENTATIVE-USUALLY A QUALIFIED PERSON IN USING DEPARTMENT </div>						

DD FORM 250
1 NOV 68
3/76 0102-100-1001

REPLACES EDITION OF 1 AUG 67 WHICH MAY BE USED

Figure 6-2.—Material Inspection and Receiving Report, DD Form 250, receipt document.

Procurement Quality Assurance (PQA) and Acceptance blocks should be checked and attested in block 21A, Origin, and block 21B, Destination, per the terms of the contract as follows:

1. When inspection and acceptance are at origin, block 21A should be recompleted at origin by the quality assurance representative and block 21B left blank.

2. When inspection is at origin and acceptance is at destination, block 21A PQA should be completed at origin, and block 21B PQA and the Acceptance block should be recompleted by your representative.

3. When inspection and acceptance is at your ship, block 21A will be blank. Block 21B should be completed by the receiving SK.

4. When the contract office gives the contractor authorization in writing to inspect and release supplies for shipment, block 21 of the DD Form 250 is not required to be recompleted. The contractor should have a certification that was typed or stamped by the contract office. Each copy of the DD Form 250 should be signed to the effect that material was inspected by the

contractor and that it meets prescribed quality standards. However, acceptance must be acknowledged in either block 21A or 21B as appropriate. Upon acceptance at your ship, you should submit a completed copy of the DD Form 250 to the paying office. Signature of the receiver and the date of receipt on board should be entered in block 22.

DOD Single Line Item Requisition System Document (Manual)

The DOD Single Line Item Requisition Document, DD Form 1348, may generally be used both as a requisition and receipt document for most materials transferred between nonautomated ships. Receipt for such transfers, when required by the issuing ship, should be acknowledged on the white copy of the DD Form 1348 that accompanies the material. Receipt acknowledgement is always required in the requisitioner's hardback copy of the DD Form 1348 before you place it in the material completed file. Receipt on the white copy or hardback of the DD Form 1348 should be indicated by circling the quantity received and accepted, and by a receipt date and signature in the Remarks field.

1 REQ DATE	2 DEPT NO	3 URGY	4 RDD	5 LOCATION	6 SIM	NON-SIM	7 ISSUED DATE	8 REQ NO
9 NOUN NAME OR REF SYM	10 APR/AEL/CID	11 INV DTY	12 NIS	N/C	13 C OBL AMT	14 D POSTED	15 S/R (REQN C/S)	16 S/R (ISSUE)
JOB CONTROL NUMBER				17 EQUIP COSAL SUPPT'D	18 YES	19 NO	20 URG	21 MART
22 SC	23 COG	24 MCC	25 FSC	26 STOCK NUMBER	27 QUANTITY	28 UNIT PRICE	29 EXTENDED PRICE	30 FUND
29 REMARKS								30 APPROVED BY
								31 RECEIVED BY
<div style="display: flex; justify-content: space-between;"> <div> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 </div> <div> DOC IDENT RTG IDENT M S A S SVC UIC JUL DATE SERIAL D E M SUPPL ADDRESS S I G FUND DIST PROJ PRI RDD ADV </div> </div>								

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV 12/76) S/N 0108 (P-501-2506)

Figure 6-3.—Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1.

invoice the material or services requested. (See fig. 6-5.)

Order for Supplies or Services

The Order for Supplies or Services, DD Form 1155, is used both ashore and afloat as an order for supplies or services. When your ship uses the DD Form 1155 to procure material or services, the copies of the form should be forwarded to the requesting activity before receipt of the material. You may then use the copies of the DD Form 1155 to record receipt or acceptance of the material as appropriate. The person who receives the material should circle the quantity in block 20, if the total amount was received and accepted. When you receive and accept only the partial amount, you should cross out the original quantity and enter the partial quantity above and circle that amount. Each DD Form 1155 should be reviewed when the material or service has been received to determine

which one of the following procedures you should use: indirect, direct, and fast pay shipments. (See figs. 6-6, 6-7, and 6-8.) The material received should be turned over to the requesting departments or posted to the stock records per the NAVSUP P-485.

INDIRECT SHIPMENT.— When data blocks 13 and 14 indicate that both the material and the related invoices should be sent to a shore activity, the certification of receipt and inspection required in data block 26 should be done by the designated shore activity. The shore activity should process the dealer's invoice for payment after the quality and quantity inspection has been done. You should, as the afloat activity, verify the quantity received and process the DD Form 1155 in the same manner as other receipt documents.

DIRECT SHIPMENT.— When data blocks 13 and 14 indicate that both the material and the

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																													
REQUISITION AND INVOICE/SHIPPING DOCUMENT																								SHEET NO. 1		NO. OF SHEETS 1		5. REQUISITION DATE 29 APR 1992		6. REQUISITION NUMBER R52192-2120-	
1. FROM R52192 USS JOHN PAUL JONES (DDG-32)																								7. DATE MATERIAL REQUIRED 29 APR 1992		8. PRIORITY 05					
2. TO R04462 USS EDSON (DD-946)																								9. AUTHORITY OR PURPOSE		10. SIGNATURE I. L. CARNER, LT, SC, USN		11. VOUCHER NUMBER AND DATE R04462-2120-0023			
3. SHIP TO - MARK FOR																								12. DATE SHIPPED		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER			
4. APPROPRIATION AND SYMBOL FUND CODE NC																								5. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
6. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
8. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
9. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
10. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
11. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
12. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
13. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
14. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
15. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
16. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
17. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
18. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
19. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
20. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
21. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
22. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
23. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
24. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
25. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
26. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
27. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
28. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
29. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
30. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
31. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
32. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
33. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
34. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
35. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
36. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
37. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
38. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
39. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
40. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
41. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
42. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
43. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
44. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
45. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
46. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
47. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
48. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
49. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
50. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
51. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
52. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
53. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
54. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
55. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
56. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
57. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
58. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
59. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
60. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
61. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
62. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
63. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
64. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
65. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
66. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
67. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
68. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
69. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
70. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
71. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
72. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
73. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
74. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
75. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
76. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
77. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
78. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
79. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
80. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
81. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
82. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
83. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
84. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
85. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
86. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
87. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
88. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
89. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
90. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
91. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
92. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
93. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
94. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
95. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
96. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
97. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
98. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
99. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
100. APPROPRIATION AND SYMBOL FUND CODE NC																								7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							

Figure 6-5.—Requisition and Invoice/Shipping Document, DD Form 1149.

CHECKED BOX APPLIES <input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER See DD Form 1155r)			PAGE 1 OF 1 5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO A-3				
1. CONTRACT/PURCH ORDER NO. N00224-70-M-4591		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 OCT 15		4. REQUISITION/PURCH REQUEST NO. R52192-3284-2393			
6. ISSUED BY Contracting Officer Naval Supply Center San Diego, CA 92131				7. ADMINISTERED BY (If other than 6)		8. DELIVERY FOR <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR/QUOTER General Electric Corp. 4689 Wilshire Blvd. Long Beach, Ca 92231				10. DELIVER TO FOB POINT BY: 93 OCT 29		11. CHECK IF SMALL BUSINESS <input type="checkbox"/>			
12. DISCOUNT TERMS NET 30 Days				13. MAIL INVOICES TO: See Block 14					
14. SHIP TO Receiving Officer Naval Supply Center San Diego, CA 92131 M/F: USS JOHN PAUL JONES (DDG-32)				15. PAYMENT WILL BE MADE BY: Fleet Accounting and Disbursing Center U.S. Pacific Fleet. 937 N. Harbor Dr, San Diego, CA 92132		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER			
16. DELIVERY: This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
17. PURCHASE: Reference your telequote 14 OCT 93. General Provisions of Purchase Order on DD Form 1155r (Except CLAUSE NO. 13 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, and NO. 15 IF THIS BOX <input type="checkbox"/> IS CHECKED), special provisions authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise, under 2304(a)(6).									
<input type="checkbox"/> If checked, Additional General Provisions apply; Supplier shall sign "Acceptance" on DD Form 1155r and return copies.									
ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65)									
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB. ALLOT.	AUTHN. ACCTG. ACTY	TRANS. TYPE	PROPERTY ACCTG. ACTY		
1.	1731804.702D	000	53824	0	060957	2D	R52192		
						0032842393NR	\$73.25		
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES					20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
1.	P/N 38296 SWITCH, Single Phase, Double Throw					5	EA	\$14.65	\$73.25
*If quantity accepted by the Government is same as quantity ordered, indicate by Y mark. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA I. M. RIGHT, LCDR, SC, USN BY:		25. TOTAL \$73.25	
26. QUANTITY IN COLUMN 20 HAS BEEN: <input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						27. SHIP NO.		28. D. O. VOUCHER NO.	
29. OCT 93 (Date) <i>[Signature]</i> (Signature of authorized Government representative)						30. PAID BY		31. INITIALS	
32. I CERTIFY that this account is correct and proper for payment. (Signature and title of Certifying Officer)						33. PAYMENT: <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. AMOUNT VERIFIED CORRECT FOR	
						35. CHECK NUMBER		36. BILL OF LADING NO.	
37. RECEIVED AT						38. RECEIVED BY		39. DATE RECEIVED	
40. TOTAL CONTAINERS						41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

DD FORM 1155(8-PT) (NAVY) 1 AUG 86

Form Approved by Comptroller General, U.S., 27 May 86
 Exception to SF 18 under \$2,500 Approved by Budget Bureau, Oct 66

Figure 6-6.—Orders for Supplies or Services, DD Form 1155, indirect shipment.

related invoices should be sent to you, the certification of receipt and inspection required in data block 26 should be done by your ship. You must then inspect the shipment for quality and verify the quantity before the shipment can be

accepted or the invoice processed for payment. After you have received the shipment and the inspection certification has been done, the DD Form 1155 should be processed in the same manner as other receipt documents.

CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER See DD Form 1155r)		PAGE 1 OF 1			
1. CONTRACT/PURCH ORDER NO. N00224-70-M-4321		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 OCT 13		4. REQUISITION/PURCH REQUEST NO. R52192-3268-2351			
6. ISSUED BY Contracting Officer Naval Supply Center San Diego, Ca 92131		7. ADMINISTERED BY (if other than 6)		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO A-3			
9. CONTRACTOR/QUOTER NAME AND ADDRESS Western Machine Company 180 W. Holt Avenue Milwaukee, WI 53207		10. DELIVER TO FOB POINT BY 93 NOV 02		11. CHECK IF SMALL BUSINESS <input checked="" type="checkbox"/>		12. DISCOUNT TERMS 1% - 20 Days			
14. SHIP TO Supply Officer USS John Paul Jones (DDG-32) FPO San Francisco CA 96601		15. PAYMENT WILL BE MADE BY Fleet Accounting and Disbursing Center U. S. Pacific Fleet 937 N. Harbor Dr San Diego, CA 92132		13. MAIL INVOICES TO See Block 14		16. MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER			
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65)									
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONTR NO.	SUB-ALLOT	AUTHN ACCTG ACTY	TRANS TYPE	PROPERTY ACCTG ACTY		
1.	1731804.702D	000	53824	0	060957	2D	R52192		
						COUNTRY	COST CODE		
							0032682351NR		
						AMOUNT	\$132.50		
18. SCHEDULE OF SUPPLIES / SERVICES									
ITEM NO.	DESCRIPTION					QUANTITY ORDERED / ACCEPTED	UNIT	UNIT PRICE	AMOUNT
1.	P/N 7721148 Crank, Auxiliary Condensate Pump					1	EA	\$132.50	\$132.50
* If quantity accepted by the Government is same as quantity ordered, indicate by V mark. If different, enter actual quantity accepted below quantity ordered and encircle.						25. TOTAL \$132.50			
24. UNITED STATES OF AMERICA <i>D. Beach Carre</i> BY D. BEACH CARRE, LCDR, SCJRA/USN ORDERING OFFICER						26. DIFFERENCES			
27. SHIP NO.						28. D.D. VOUCHER NO.			
29. PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/>						30. INITIALS			
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>						32. AMOUNT VERIFIED CORRECT FOR			
33. CHECK NUMBER						34. BILL OF LADING NO.			
35. S/R ACCOUNT NUMBER						36. S/R VOUCHER NO.			
37. RECEIVED AT						38. RECEIVED BY			
39. DATE RECEIVED						40. TOTAL CONTAINERS			
41. S/R RECEIVED						42. S/R RECEIVED			

DD FORM 1155(8-PT) (NAVY)
1 AUG 56
S/N 0102-011-2001

Form Approved by Comptroller General, U. S. 27 May 66
Exception to SF 18 under \$2,500 Approved by Budget Bureau Oct 66

Figure 6-7.—Orders for Supplies or Services, DD Form 1155, direct shipment.

FAST PAY.— If the clause 15 box in block 16 of the DD Form 1155 is checked, the fast payment clause indicated in paragraph 15 on the reverse of the form applies. You will not receive a dealer's invoice, nor should you submit any

documents indicating receipt and acceptance to the paying office or to the supporting supply activity ashore.

Generally, shipments of mailable material should be made by the supplier directly to you

CHECKED BOX APPLIES <input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER. See DD Form 1155r)		PAGE 1 OF 1						
1. CONTRACT/PURCH ORDER NO. N00224-70-V-4892		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 OCT 19						
4. REQUISITION/PURCH REQUEST NO. R52192-3292-2405		5. ISSUED BY Contracting Officer Naval Supply Center San Diego, Ca 92131		6. ADMINISTERED BY: (If other than 5) CODE						
7. CONTRACTOR/QUOTER NAME AND ADDRESS Westinghouse Corp. 1285 Pacific Coast Highway San Diego, CA 92131		8. FACILITY CODE		9. DELIVER TO FOB POINT BY 93 Nov 10						
10. DISCOUNT TERMS 2% - 10 Days		11. MAIL INVOICES TO See Block 15		12. CHECK IF SMALL BUSINESS <input type="checkbox"/>						
13. SHIP TO: CODE Supply Officer USS John Paul Jones (DDG-32) Naval Station San Diego, CA 92131		14. PAYMENT WILL BE MADE BY: CODE Fleet Accounting and Disbursing Center U. S. Pacific Fleet 937 N. Harbor Drive San Diego, CA 92132		15. MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER						
16. DELIVERY This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.										
17. PURCHASE Reference your quote of 18 October 93, furnish the following on terms specified herein, including: for U.S. purchases, General Provisions of Purchase Order on DD Form 1155r (Except CLAUSE NO 13 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, and NO. 15 IF THIS BOX <input checked="" type="checkbox"/> IS CHECKED); special provisions authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise, under 2304(a)(6). <input type="checkbox"/> If checked, Additional General Provisions apply; Supplier shall sign "Acceptance" on DD Form 1155r and return copies.										
18. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65)										
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT NO.	SUB-ALLOT	AUTHN ACCTG ACTY	TRANS TYPE	PROPERTY ACCTG ACTY	COUNTY	COST CODE	AMOUNT
1.	1731804.702D	000	53824	0	060957	2D	R52192		0032922405NR	\$92.50
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES						21. QUANTITY ORDERED/ACCEPTED*	22. UNIT	23. UNIT PRICE	24. AMOUNT
1.	P/N: 8074526 Motor, 18,000 BTU Air Conditioner						1	EA	\$92.50	\$92.50
*If quantity accepted by the Government is same as quantity ordered, indicate by Y mark. If different, enter actual quantity accepted below quantity ordered and encircle.						25. UNITED STATES OF AMERICA BY I. M. SEASICK, LCDR, USN		26. TOTAL \$92.50		27. DIFFERENCES
28. QUANTITY IN COLUMN 20 HAS BEEN: <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						29. SHIP NO.		30. D. O. VOUCHER NO.		31. INITIALS
32. I CERTIFY that this account is correct and proper for payment. (Date) 1 NOV 93 (Signature of authorized Government representative)						33. PAID BY <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. AMOUNT VERIFIED CORRECT FOR		35. CHECK NUMBER
36. (Signature and title of Certifying Officer)						37. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		38. BILL OF LADING NO.		39. S/R ACCOUNT NUMBER
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.

DD FORM 1155(8-PT) (NAVY)
 5/N 0102-011-3001

Form Approved by Comptroller General: U.S. 27 May 66
 Exception to SF 18 under \$2,500 Approved by Budget Bureau Oct 66

Figure 6-8.—Orders for Supplies or Services, DD Form 1155, fast pay procedures.

via parcel post. If material is unmailable or exceeds parcel post specifications, the supplier should be told to ship the material to an appropriate DOD transshipment activity for delivery to your ship.

Your copy of the purchase order should contain the following statement: "Consignee's notification to purchasing activity of nonreceipt, damage, or nonconformance." You should notify the purchasing activity immediately after the

specified date of the delivery on the purchase order of material not received, damaged, or not conforming to specifications of the purchase order. (See fig. 6-9.) This card should be attached to your copy of the purchase order to make it easier for notification.

Government Bills of Lading

Government bills of lading (GBLs) serve as transportation contracts between commercial carriers and the U.S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee. Material delivered by a commercial carrier on a GBL should be delivered to a shore activity as marked for a ship at a local pier. The shore activity may receipt for the material but may route the truck to you for unloading at your ship. In this case, you will be responsible for reporting any material lost or damaged to the receiving officer of the shore activity for documentation in a claim against the carrier.

Dealers' Invoices

A dealer's invoice should be received and processed by you for all material or services received directly from a vendor, except under conditions noted here. If you have not received a dealer's invoice within 30 days after receipt of material, you should request another invoice from the supplier. A dealer's invoice should not be received when fast pay procedures are used or when receipt and inspection are done by another activity. The dealer's invoice may accompany the material or service or be forwarded to you by mail. Upon receipt of material or services and the related dealer's invoice, you should then process the dealer's invoice for payment. This is discussed later in this chapter.

Material Received Without Papers

When you receive material without any documentation, you should prepare an invoice using a DD Form 1348-1 to include all the necessary information on the material ordered. The dummy invoice should include the source of supply; the date received; the NSN, NICN, or part number; the description of the material; the document number; the quantity received; and the storage location of stock material, or the signature of the departmental representative.

If the original receipt shows up later after you have received the material, you should then compare the two documents to make sure all the information on the dummy invoice is correct. If there are any differences you must adjust or correct these entries. Finally, you should file the original document with the dummy invoice in your completed file.

RECEIPTS FOR INCOMING MATERIAL

Material that you receive aboard ship is either for stock or DTO. The Supplementary Address block of the DD Form 1348-1 normally contains the storeroom location for stock material, or the work center or custody card number for DTO material. There are times when the Supplementary Address block will contain the UIC of the stock point who initially receives your requisition when all the following conditions exist:

- Item managed under cognizant symbol 9
- Item was not in stock at stock point
- Your requisition was referred to GSA or a DLA activity

When you find the UIC of the stock point is entered in the Supplementary Address block of the receipt document, signal code B and the applicable Navy Stock Fund code will be indicated in card columns 52 and 53. The reason for this change is so that the stock point will get credit for the issue. When this happens, the receiving SK will have to go to either the outstanding file or the OPTAR requisition log to find out the disposition of the material. Disposition of all incoming material should be done as per the NAVSUP P-485.

Identification and Storage of Stock Material

Before storage of stock material, the storeroom SK should compare the stock number on the material or its container with that on the receipt document. If they differ, you must research to determine the proper identification number and then must correct the receipt document and material marking. The material then may be stored in the location that is shown in the supplementary address. If you are unable to store the material in the previous location, or none was assigned, put the new location in data

block 10 of the DD Form 1348-1 or in data block 29 of a NAVSUP Form 1250-1. (See figs. 6-10 and 6-11.)

Issue of DTO Material

Material received for DTO should be issued to the requesting work center as soon as possible. The recipient's signature and the receipt date must be entered on the receipt document. One copy of the receipt document should be given to the individual who signed for the material. You then process the paper work through your department to complete your files.

Receipt Procedures

Let us review briefly the general procedure for the receipt of material as it pertains to the SK.

When expecting supplies, you should carefully review the file of outstanding shipping papers and the file of incoming material papers to identify the incoming stores. Generally, these files contain advance papers on high-priority DTO material, advance shipment notices on classified material, or advance copies of procurement or shipment directives that the bureaus, systems commands,

or fleet commands have originated for the ship (automatic shipments),

The files are usually very small when ships are in their home port or yard. However, these files become larger and more important when the ship is deployed. The way you process the advance notification on high-priority DTO material may determine whether your ship picks up a needed part upon arrival at a designated port or pulls into a port unaware that the parts are there. It is indeed too late when you discover a few days and many miles away that the parts for the ship's primary weapons system were in the port just visited.

Upon receipt of advance papers, you should pass the word to applicable personnel. Passing the word serves a dual purpose. It permits the maintenance personnel and the subordinate SKs to plan their work schedules. It also assists the command in arranging liberty and boat schedules before the ship arrives in port. In the interim you should learn from fleet port guides such information as what assistance is available from U.S. and allied personnel in the port; customs regulations; distance to and from the terminals; and material lift capabilities available in the port.

After obtaining this information, you should plan the working party. Be sure each subordinate

AE1 NDZ36135 00120 1020 PG 00014 V 05837 32332455 R YSTOCKANC 9YEE5 13										3 23	
N00244 NSC SAN DIEGO CA V05837 USS PUGET SOUND AD38										STOCK EE5 45 22	
BATTERY										14	
SELECTED BY AND DATE					RECEIVED BY AND DATE					3345	
PAID BY AND DATE					MARKED BY AND DATE					A 00132	
REMARKS											
PART DESTROYED BY AND DATE					DATE DAMAGED						
TOTAL WEIGHT					TOTAL CUBE						
TOTAL LENGTH					TOTAL WIDTH						
TOTAL HEIGHT					TOTAL VOLUME						

Figure 6-10.—Single Line Item Release/Receipt Document, DD Form 1348-1, receipt.

1. REQ. DATE 3112		2. DEPT. NO. WD01		3. URGY C		4. RDD B00112		5. LOCATION SIM		6. ISSUE DATE 311116		7. REQN. NO. 3122-2655	
8. NOUN NAME OR REF SYM BATTERY				9. FPR		10. APL/AEL/CID		11. INV DTY NIS		12. N/C		13. OBL AMT 4.00	
14. JOB CONTROL NUMBER V105837WD01				15. JSN		16. EIC		17. EQUIP COSAL SUPPLY YES <input type="checkbox"/> NO <input type="checkbox"/>		18. URG		19. MANT	
18. SC		19. COG		20. MCC		21. FSC		22. STOCK NUMBER 1201030		23. QTY		24. UNIT PRICE 1.00	
25. QUANTITY A9YT613500		26. UNIT PRICE 1.20		27. EXTENDED PRICE 4.00		28. FUND NC		29. REMARKS B00142		30. APPROVED BY LCDR ROBERSTON		31. RECEIVED BY SM/ Hara	
32. DOC IDENT AOA		33. RTG IDENT NNZ		34. M & S T		35. SVC V		36. UIC Q5837		37. JUL DATE 3122		38. SERIAL 2655	
39. D E M R		40. S V C Y		41. SUPPL ADDRESS B00112		42. FUND A NC		43. DIST 9Y		44. PROJ EE5		45. PRI 13	
46. RDD		47. ADV		48. ADV		49. ADV		50. ADV		51. ADV		52. ADV	

Figure 6-11.—Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1, receipt for stock.

SK is properly instructed as to where material is to be stored, how to secure and where to obtain signatures for classified material, how to check invoices, and how to receipt for material.

Deliveries in large quantities are usually stacked in a staging area (deck or pier) and are held there until preliminary identification and package counts are completed. The stores are then sorted for distribution according to departments or storerooms. When practical, a central location is designated for the more detailed processing of incoming stores. This location is usually as near to the storerooms as possible, is accessible to the hatches, and yet is out of the way of foot traffic.

As materials are brought aboard, they are checked against both the file copies of the incoming documents and the invoices that usually accompany the shipment. If all the material that is expected arrives, the files are cleared. If the entire shipment does not arrive, the items received are circled. The advance papers are then returned to the incoming shipment file to await the rest of the material. Receipts covering the material actually received are forwarded to the storeroom with the material for stock items and to the supply office for DTO material where they are posted to applicable requisition and financial control records.

All incoming stores are examined and compared with the bills of lading, airway bills, transportation control and movement document (TCMD), invoices, or other accompanying papers, and the identification marks carefully verified. If any package shows evidence of having

been tampered with, it maybe weighed and such weight compared with that stenciled on the package. Or, it may be opened and the content verified by count. A distinction is made, however, between stores received from other supply officers and stores received from other sources.

Articles received from other supply officers in bales, packages, or casks need not be opened to verify their contents; they are accepted as invoiced after a package count is made. Articles received from sources other than supply officers are opened and the contents verified before a receipt is signed.

Naval Activities

Receipts of stores from naval activities require a quantity inspection only. A quality inspection is made by an ashore supply activity upon receipt of the material from the original supplier and should not be duplicated upon receipt at your ship. The SK who receives the material at the ship should make an inspection of the material to detect any deterioration or breakage that could have occurred since the quality inspection. When you receive material from naval activities in bales, packages, or cases, they need not be opened to learn their contents. The receiving SK should receive the material according to the external markings and the package count. If any package shows evidence of tampering, you must open it and verify the contents by count. The procedures discussed earlier should be followed if there is a difference between quantity received and quantity indicated on the shipping document.

Receipts From Marine Corps and Other Government Activities

Receipts of material from government activities other than naval activities must be inspected at the ship. Material must be inspected by the receiving SK to verify that the material is of acceptable quality. If the receiving SK is not qualified to perform this quality inspection, the department head who eventually will use this material should be requested to provide an individual who is qualified to perform this inspection. After these inspections are performed, receipt of material is done as discussed earlier.

Receipts From Commercial Sources

When material has been inspected and accepted by an ashore activity, you need not inspect for quality. However, you must do a quantity inspection before accepting the material. When you receive purchased material directly from a commercial source at the ship, the receiving SK should conduct an inspection for quality and quantity. You must do a full and thorough quality inspection and all packages should be opened and the contents verified by count. When receiving DTO material, you should use a department representative for the inspection. Deliveries from commercial sources should be accompanied with itemized copies of the invoices or delivery papers. You should not receive material unless a copy of the receipt document can be retained. Material should not be accepted unless you are satisfied that it conforms to the specifications included in the purchase document or contract. If directed by the commanding officer, material that contains minor defects can be accepted.

BUY OUR SPARES SMART PROGRAM

For the past few years, the Buy Our Spares Smart (BOSS) program has been making major changes in how the Navy acquires spare parts. As a result of the BOSS program, the Navy has saved millions of dollars since its conception. These savings represent the hard, auditable results of spares breakout, competition, and other actions to bring prices down.

There are many other nonauditable results of BOSS program efforts that are only noticeable in the overall achievements of the project. The existence of the BOSS program serves as a constant reminder to Navy contractors that the

Navy is concerned about spare parts prices. This is getting truer with each passing year due to the budget restraints that have been put on the military by Congress.

Fiscal year 1986 was a very successful year for the Navy Field Contracting System in the area of competition. (Competition means simply that more than one qualified contractor must bid for a Navy contract.) For example, fiscal year 1986 contract dollars awarded through competition rose 10.8 points to finish at 64 percent.

Achieving this improved rate of competition has been a team effort. Personnel in all areas are working closely to encourage new competition for Navy contracts. Requirement determiners are communicating with contracting personnel; breakout reviewers are constantly in touch with procurement personnel; and Should-Cost analysts are talking to negotiators.

The total cost avoidance attributed to breakout for FY86 was \$212.7 million. Breakout refers to the detailed technical data screening and identification process that leads to a decision that an item may be procured from other than its historical sole source. The Navy may break an item out from the weapons system prime contractor to either the actual manufacturer or to open competition among two or more qualified sources. Breakout removes the middle man.

During FY86, the Navy completed 17,265 full-screen breakout reviews and 110,690 limited-screen reviews. A full-screen breakout review is required by regulation for any annual buy greater than \$10,000 that is also coded for sole source procurement. The Navy's ICPs initiate all full-screen reviews, which entail a 65-step process including data collection, evaluation and completion, technical and economic evaluation, and supply feedback. Resulting breakouts are approved by ICPs, the engineering support activities, or the parent hardware systems commands.

A limited-screen breakout involves material that is not highly technical in nature and for which it is readily apparent that the sole source contractor adds no value. Any procurement agency with technical expertise can perform the limited screening and determine the effectiveness of breakout.

These breakout reviews are the fuel that drives competition at our ICPs. By reviewing parts historically bought from only one source and considering their potential breakout, Navy engineering and procurement activities reinforce their accountability for obtaining high-quality

parts at fair and reasonable prices. The BOSS emphasis on breakout has changed previous beliefs that only the prime contractors of weapons systems can reliably supply spare parts to the Navy.

In FY87, the Navy Pricing Hotline, operated by the Fleet Material Support Office in Mechanicsburg, Pennsylvania, received numerous calls from individuals in the fleet. The callers identified possible overpriced items and out of those price-challenged calls the Navy found evidence to reduce prices in 25 percent of those cases.

Challenging unreasonable prices has become a way of "tightening the reins" on possible overcharging. People willing to make the extra effort to report items that they believe may be overpriced are the reason the Navy Pricing Hotline has been so successful. Of particular note is the increase in both quantity and quality of price challenges received from fleet sailors.

During FY86, the engineers, technicians, and equipment specialists at the Navy's Price Fighter Detachment in Norfolk, Virginia, performed Should-Cost analyses on 2,923 spare parts. Should-Cost analysis of a part includes the following:

- A review of all available drawings and technical data
- Physical examination of the part
- Determination of the part's material content and manufacturing processes
- Calculation of the labor hours for manufacturing and testing the item
- An estimation of labor, overhead, and administrative costs and profit

Target prices are computed for three different production quantities: 1 quarter's demand, 1 year's demand, and 3 years' demand.

The Price Fighter concept provides a check and balance for reasonable prices that benefits Navy buyers and lets industry know that the Navy has the ability to scrutinize their pricing and will not allow overcharging. The target prices resulting from Should-Cost analyses give Navy buyers the information they need to negotiate reasonable prices.

Price Fighter expanded its Should-Cost service to several naval regional contracting centers and

naval supply centers on 1 July 1986. In addition to giving buyers excellent negotiation objectives, Price Fighter personnel have frequently been able to identify stock-numbered cross-references, substitutes, part-numbered and additional sources.

The people of Project BOSS will continue to emphasize competition as the preferred way of doing business. They will strive to meet increased breakout goals and will work to develop better tools to assist in obtaining fair prices for items that remain sole source procurements.

Technical data remains the single most important factor affecting the Navy's ability to break out and complete spares. In FY87, acquisition plan reviews had continued to concentrate on ordering, delivering, and validating adequate data. The Navy will also use reverse engineering to develop technical data for items for which there is either inadequate or no data or for which the former manufacturer holds proprietary data rights. Reverse engineering means determining the specifications for manufacturing a part purely by means of physical examination and measurement of that part.

In addition, work will continue in the automation of data bases through the Navy Standard Technical Information System and in the enhancement of procurement operations through the Automated Procurement and Data Entry System.

The Navy has set competition goals that will give Project BOSS a challenge. The achievements that they are striving for will be possible only through the efforts of thousands of individuals, all performing their jobs to the best of their abilities. BOSS is not just a project; it's people!

PAYMENT OF DEALERS' BILLS

Under the provisions of the Prompt Payment Act, Public Law 97-177, federal agencies are required to pay interest penalties for the late payment of a proper dealer's invoice. In the interest of better business relationships with suppliers, improved efficiency of the bill paying functions, and reduced cost of goods and services, all activities with procurement or purchase authority are required to certify and forward proper invoices promptly to the paying office specified in the purchase order. Payment for most procurements is due 30 days from the date of acceptance of material, services, or receipt of invoice, whichever is later, unless another date is specified in the contract. For the paying office to

comply with the above time frames, you are required to submit the invoices for receipt by the paying office within 5 working days following certification and acceptance of the goods or services.

Precaution Against Duplicate Shipments

To avoid duplicate payments, your dealers' invoices should be processed for payment only if you have received and accepted the material. Any dealer's invoice that is not proper or is erroneously sent to your ship should be returned to the vendor with a cover letter within 15 days for proper billing. The only exceptions are 3 days for meat or meat products and 5 days for perishable agricultural commodities.

Proper Invoices

For an invoice to be proper, you must include the following as applicable:

- Invoice date
- Name of contractor
- Contract number (including contract number, line item number, description of supplies or services, quantity, unit price, unit of issue, and extended total)
- Shipment number and date of shipment
- Name and address where payment is to be sent
- Name, title, phone number, and mailing address of person to be notified in the event of a defective invoice
- Any other information or documentation required by other provisions of the contract

The invoices must be prepared and submitted in quadruplicate (one copy should be marked as the original) unless otherwise specified.

Certification and Acceptance

Certification of receipt and acceptance of goods or services by the responsible SKs must be displayed on the reverse of the original invoice with the following information:

- Date material or services received and accepted

- Date material received
- Number of dealers' invoices
- Date invoice forwarded for payment

Discount on Dealers' Invoices

When you receive purchased material, the dealers' invoices that offer a discount for payment within a specified time frame (for example, 1 percent net 10 days) should be processed and forwarded to the authorized paying activity designated on the purchase order (for example, military disbursing officer, United States disbursing officer [usually assigned to a U.S. Embassy], or the nearest FAADC). To permit easy identification of these vouchers, a Discount Label, NAVCOMPT Form 442, figure 6-12, should be attached to the upper left corner of each dealer's invoice that a discount is offered, whether or not the discount period has expired. The label should indicate the date of receipt of the invoice or the material, whichever is later, and the discount expiration date. When you fail to forward an invoice within the discount period for any reason other than late receipt of invoice or material, you must give an explanation of the delay on a copy of the invoice.

Dealers' Invoices Not Subject to Discount

Dealers' invoices not subject to discount must be forwarded for receipt by the appropriate FAADC designated on the purchase document within 5 days following certification and acceptance of the goods or services. You must

NAVCOMPT FORM 442 (REV. 3-69)
S/N 0-104-LF-7000-7201

----- FOLD LINE -----

MTL.SVC/INVOICE
RECEIVED 10/10/93
(SHOW LETTER DATE)

DISCOUNT

EXPIRES 10/10/93

Figure 6-12.—Discount Label, NAVCOMPT Form 442.

take the necessary action to make sure the dealers' invoices are forwarded in the prescribed time.

Verification With Report of Inspection

Dealers' invoices should be checked against the reports of inspection that you have filed by requisition number. These invoices must be verified with this file to be sure of receipt of the material in the correct amount billed. After you receive the material and have verified the quantity with the quantity billed, the dealer's invoice and copies of the related purchase documents should be processed and forwarded for payment.

FORWARDING INVOICES FOR PAYMENT

When purchases are made from commercial sources, the purchase document tells the dealer who is to get the invoice for the material, either the shore activity who prepares the purchase document or the ship that receives the material. Upon receiving the material you will forward the proper invoice to the activity that is indicated on the purchase order for payment.

Vendors Located in CONUS, Alaska, or Hawaii

When an invoice is received from a vendor who is located in CONUS, Alaska, or Hawaii, the original and three copies of the invoice, with an attached copy of the receipt document, should be forwarded to one of the paying offices specified in the upcoming paragraph on Payment Offices.

Vendors Not Located in CONUS, Alaska, or Hawaii

If your ship has a Supply Corps officer assigned, dealers' invoices received from a vendor not located in CONUS, Alaska, or Hawaii should be paid by the ship's disbursing officer, unless payment by another official is required.

To support the payments of your disbursing officer, you should provide him or her with the following documents:

- Original and three copies of each dealer's invoice
- Copy of each receipt
- Original and all copies of Public Voucher for Purchases and Services, Standard Form 1034, that should be prepared per the *NAVCOMPT Manual*, chapter 4

If you are stationed aboard a ship that does not have a Supply Corps officer assigned, the

original and three copies of each invoice received from a vendor not located in CONUS, Alaska, or Hawaii must be promptly forwarded to one of the following activities or individuals:

- Military disbursing officer in the vicinity

. United States disbursing officer located at a U.S. Embassy or a naval attaché

- Either of the FAADCs located in Norfolk, Virginia, or San Diego, California, whichever is closer

You must attach a receipt copy to the invoice for mailing.

When your ship is in a foreign port and receives dealers' invoices from a foreign vendor, the senior officer present afloat (SOPA) may designate one ship to consolidate all ships' bills and pay them. In this circumstance, all your foreign dealers' bills (whether you have a supply officer assigned or not) will be forwarded to that ship so designated for payment. Each invoice will have attached a copy of the receipt papers.

When you are unable to obtain the foreign dealers' bills for payment before your ship's departure, you must make arrangements with another ship that is in port for payment. You should provide that ship's supply officer with a Money Value Only, DD Form 1348, and a copy of the purchase order. If there is no other ship in the area, you should have the dealer mail you the bill. Upon receipt of these invoices, you must forward all necessary paper work to the nearest FAADC. Any Canadian dealers' invoices received after your departure should be processed as per the *NAVCOMPT Manual*, chapter 4.

Retained Copy

If available, one copy of the dealer's invoice should be attached to the retained copy of the purchase document. Before you file a copy of the purchase document in the material completed file, the following information should be typed or stamped somewhere on the retained copy:

Date material received_____

Date dealer's bill received_____

Number of dealer's bill_____

Date forwarded for payment_____

Paying activity_____

See figure 6-13 for an example of a retained copy of DD Form 1155.

CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN		PAGE 1 OF 1	
1. CONTRACT/PURCH ORDER NO. N05504-88-M-0015		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 JAN 30		4. REQUISITION/PURCH REQUEST NO. See Schedule	
5. ISSUED BY USS DUARTE (DD-901) FPO SAN FRANCISCO, CA 96601 BUYER: LT I. M. BACK 743-4132		6. CODE		7. ADMINISTERED BY (DD FORM 1155r)		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER	
9. CONTRACTOR/ORDER MARINE SUPPLIES, INC. 824 THUNDER ROAD SAN FRANCISCO CA 96605		10. CODE		11. DELIVER TO FOR POINT BY See Schedule (if other)		12. CHECK IF SMALL BUSINESS <input checked="" type="checkbox"/>	
13. SHIP TO COMMANDING OFFICER USS DUARTE (DD-901) PIER 1J NAVAL STATION NAVAL STATION ALAMEDA, CA		14. CODE R05504		15. PAYMENT WILL BE MADE BY EAADCPAC U. S. PACIFIC FLEET 937 N. HARBOR DRIVE SAN DIEGO, CA 92132		16. CODE N60957	
17. TYPE OF ORDER <input type="checkbox"/> DELIVERY <input checked="" type="checkbox"/> PURCHASE		18. REFERENCE YOUR This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of a previous numbered contract. Furnish the following on terms specified herein, including: for U.S. purchases, General Provisions of Purchase Order on DD Form 1155r (Except CLAUSE NO. 13 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED AND NO. 15 IF THIS BOX <input type="checkbox"/> IS CHECKED), special provisions authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise, under 2304(a)(6). <input type="checkbox"/> If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies.					
19. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65)							
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT.	AUTHN. ACTG. ACTY.	TRANS. TYPE	PROPERTY ACTG. ACTY.
SEE SCHEDULE							
ITEM NO.	SCHEDULE OF SUPPLIES/SERVICES					20. QUANTITY ORDERED/ACCEPTED	21. UNIT
0001	VALVE, FUELING, BRONZE WITH STD THREADS CAGE: 56442 P/N: 23155 CATALOG# 23R15 REQN: R05504-3330-1123 ACR: AA					00005	EA
0002	GASKET, FUELING VALVE, NYLON, FOR USE WITH FUEL VALVE CATALOG# 23R15 CAGE: 56442 P/N: 38241 REQN: R05504-3330-1124 ACR: AB					00010	EA
ACR: AA 1731804.702D 000 53824 0 060957 2D R05504 0033301123NR						22. UNIT PRICE	23. AMOUNT
ACR: AA 1731804.702D 000 53824 0 060957 2D R05504 0033301124NR							
*If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle.						24. TOTAL	150.00
25. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						26. D.O. VOUCHER NO.	27. DIFFERENCES
28. CERTIFY that this account is correct and proper for payment						29. PAID BY	30. INITIALS
31. SIGNATURE AND TITLE OF CERTIFYING OFFICER 93 JAN 30 I. M. Back						32. CHECK NO. 1048	33. BILL OF LADING NO.
34. RECEIVED AT						35. DATE RECEIVED	36. RECEIVED BY

DD FORM 1155 (8-PT) (NAVY)

5/N 0102-011-3001

Form Approved by Comptroller General, U.S. 27 May 66
Exception to SF 18 under \$2,500 Approved by Budget Bureau Oct 66

Figure 6-13.-Retained copy of DD Form 1155.

CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER. See DD Form 1155r).		PAGE 1 OF 1																							
1. CONTRACT/PURCH ORDER NO. N05504-94-M-0015		2. DELIVERY ORDER NO.		3. DATE OF ORDER 94 JAN 10		4. REQUISITION/PURCH REQUEST NO. SEE SCHEDULE																							
5. ISSUED BY USS DUARTE (DD-901) FPO SAN FRANCISCO, CA 96601 BUYER: I.M. BACK LT 743-4132		6. CODE R05504		7. ADMINISTERED BY: (if other than d)		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)																							
9. CONTRACTOR/QUOTER NAME AND ADDRESS MARINE SUPPLIES, INC. 824 THUNDER ROAD SAN FRANCISCO, CA 96605		10. DELIVER TO FOB POINT BY: 94 JAN 30		11. CHECK IF SMALL BUSINESS <input checked="" type="checkbox"/>		12. DISCOUNT TERMS 2% 10 NET 30																							
13. MAIL INVOICES TO: SEE BLOCK 6		14. SHIP TO CODE R05504 COMMANDING OFFICER USS DUARTE (DD-901) PIER 11 NAVAL STATION NAVAL STATION ALAMEDA, CA		15. PAYMENT WILL BE MADE BY: CODE N060957 FAADCPAC U. S. PACIFIC FLEET 937 N. HARBOR DRIVE SAN DIEGO, CA 92132		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER																							
16. DELIVERY: This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. PURCHASE: Reference your <input checked="" type="checkbox"/> General Provisions of Purchase Order on DD Form 1155r (Except CLAUSE NO. 13 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, and NO. 15 IF THIS BOX <input type="checkbox"/> IS CHECKED); special provisions authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise, under 2304(a)(6). <input type="checkbox"/> If checked, Additional General Provisions apply; Supplier shall sign "Acceptance" on DD Form 1155r and return copies.																													
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65) <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>ITEM NO.</th> <th>APPROPRIATION SYMBOL AND SUBHEAD</th> <th>OBJECT CLASS</th> <th>BUREAU CONT. NO.</th> <th>SUB-ALLOT.</th> <th>AUTHN ACCTG ACTY</th> <th>TRANS. TYPE</th> <th>PROPERTY ACCTG ACTY</th> <th>COUN-TRY</th> <th>COST CODE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="11">SEE SCHEDULE</td> </tr> </tbody> </table>								ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT.	AUTHN ACCTG ACTY	TRANS. TYPE	PROPERTY ACCTG ACTY	COUN-TRY	COST CODE	AMOUNT	SEE SCHEDULE										
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT.	AUTHN ACCTG ACTY	TRANS. TYPE	PROPERTY ACCTG ACTY	COUN-TRY	COST CODE	AMOUNT																			
SEE SCHEDULE																													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED / ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT																				
0001		VALVE, FUELING, BRONZE WITH STD THREADS CAGE: 56442 P/N: 23155 CATALOG# 23R15 REQN: R05504-4030-1123 ACR: AA				00005	EA	22.00	110.00																				
0002		GASKET, FUELING VALVE, NYLON, FOR USE WITH FUEL VALVE CATALOG # 23R15 CAGE: 56442 P/N: 38241 REQN: R05504-4030-1124 ACR: AB				00010	EA	4.00	40.00																				
		ACR: AA 1741804.702D 000 53824 0 060957 2D R05504 0040301123NR ACR: AB 1741804.702D 000 53824 0 060957 2D R05504 0040301124NR																											
*If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle. 24. UNITED STATES OF AMERICA BY: <u>T. M. BACK, LT, SC, USN</u>						25. TOTAL		150.00																					
26. QUANTITY IN COLUMN 20 HAS BEEN <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input checked="" type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED <u>94 Jan 30 T. J. Jones UMC</u> (Date) (Signature of authorized Government representative)						27. SHIP NO.		28. D.O. VOUCHER NO.																					
29. CERTIFY that this account is correct and proper for payment (Signature and title of Certifying Officer)						30. INITIALS		31. AMOUNT VERIFIED CORRECT FOR																					
32. RECEIVED AT						33. RECEIVED BY		34. DATE RECEIVED																					
35. TOTAL CONTAINERS						36. S/R ACCOUNT NUMBER		37. S/R VOUCHER NO.																					

DD FORM 1155(8-PT) (NAVY)

Form Approved by Comptroller General, U. S. 27 May 66
Exception to SF 18 under \$2,500 Approved by Budget Bureau Oct 66

5/N 0102-011-3001

Figure 6-13.—Retained copy of DD Form 1155—Continued.

PAYMENT OFFICES

Dealers' invoices should be paid by the office indicated on the purchase document. Purchase orders, contracts, and blanket purchase agreements (BPAs) that are issued by an ashore activity should specify the payment office. Except as otherwise mentioned earlier, purchase orders issued by your ship will specify the most appropriate of the following payment offices:

<u>Payment Offices</u>	<u>Fleet Units Served</u>
FAADCLANT, Norfolk, VA	Atlantic Fleet ships (CONUS only)
FAADCPAC, San Diego, CA	Pacific Fleet ships (CONUS and Alaska only)
NSC, Pearl Harbor, HI	Pacific Fleet ships (for purchases in Hawaii only)

VENDOR'S DOCUMENTS FOR PURCHASES UNDER A BLANKET PURCHASE AGREEMENT

Since a purchase document is not required for material or services procured by a BPA, there are special procedures that you must do for processing a vendor's document that pertains to BPA purchases. These procedures are discussed next.

Delivery Tickets

Materials or services processed by a BPA call normally will be furnished with an accompanying delivery ticket that, except for one copy, is required to be received immediately and returned to the vendor. Regardless of who is designated in the BPA to receive the delivery ticket that is returned to the vendor, the retained copy should be received by an authorized representative of the department that initiated the request for the material or service. After the receipt data has been entered in the Requisition/OPTAR Log, the retained copy should be filed with the applicable BPA log pending receipt of the dealer's invoice.

Dealers' Invoices

Dealers' invoices for BPA purchases usually are prepared and submitted periodically under the instructions and terms provided in the BPA. Depending on the instructions in the BPA, either an itemized invoice or a summary invoice can be submitted for payment. A summary invoice can be required to be supported by copies of received

delivery tickets, or it can be required only to list the delivery document numbers and dates. In any event, when you receive the dealer's invoice, you should promptly match it with your retained copy of the related delivery ticket. If the invoice is correct and proper, you should process it as follows:

- Either on the front or back of the first copy, enter the certification "Received, inspected, and accepted by (your ship's name and hull number) on (date)"; your supply officer's signature and rank; and the complete accounting data.

- On the retained copy, enter the information that was discussed in the previous paragraph on Retained Copies.

- Forward the original and three copies of the certified invoice to the payment office indicated on the BPA. If you determine that the dealer's invoice reflects erroneous charges, you should return it within 15 days to the vendor with a cover letter for correction and resubmission.

Disposition of Retained Documents

After a dealer's invoice for BPA purchases has been forwarded for payment, the retained copy of the invoice or delivery ticket should be attached to the hardback copy of the related DD Form 1348. Upon attaching the invoice to the DD Form 1348, it should be removed from the outstanding file. However, if it is a continuous obligation document, it should be left in the outstanding file. See figure 6-14 for the procedures involved in the receipt of purchased material.

PREPARING ISSUE DOCUMENTS

When preparing documents for issues, you can use a variety of forms. Your choice of form will depend on whether the issue is for your ship or it is being made to another ship or activity. A few different forms that your ship can use for issue and for receipt of material are discussed in the following paragraphs.

TYPES OF REQUEST

The types of forms that can be used for requesting material to be ordered or issued are the NAVSUP Form 1250-1 and DD Forms 1348 and 1348-1. We have discussed these forms earlier in

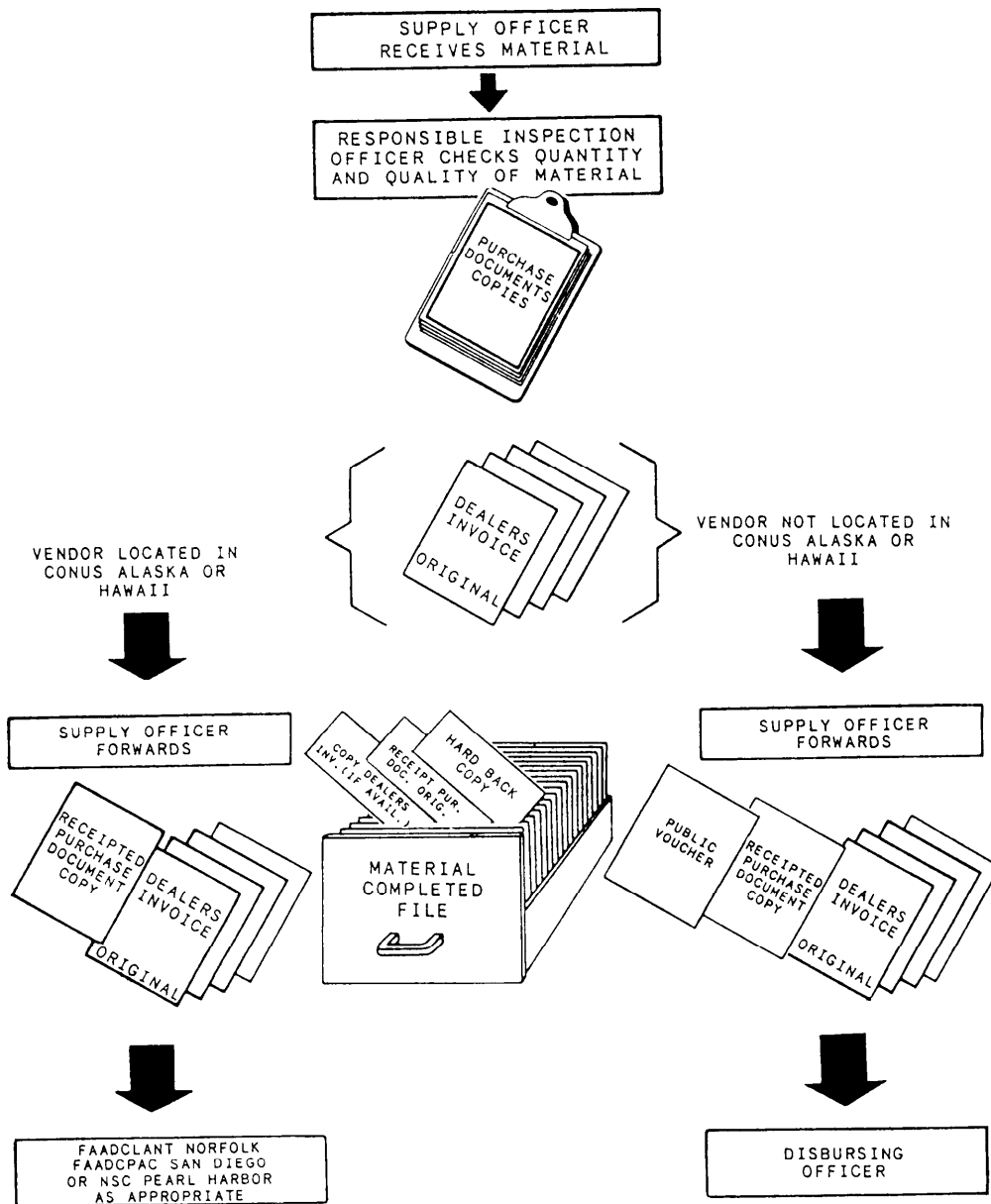


Figure 6-14.-Procedures for receipt of purchased material.

this chapter. Now we will discuss how to complete these documents when material is received without paperwork.

NAVSUP Form 1250-1

The NAVSUP Form 1250-1 may be used for issues, ordering, or for turn-in of material. This form may be used for either consumable or repairable material. You will mainly use this form for making issues of your stock. If the request is for repair part material, the requesting

department should fill out the majority of the form before bringing the request to you.

When this form is used for consumable material, the only blocks that are not required to be filled out are the APL, EIC, and the JSN blocks. All other blocks are required to be filled in either by the requesting work center or by the issuing storeroom SK.

DD Form 1348-1

This form accompanies all material that has been ordered by your ship. This is the receipt

paper work for DTO and stock material. There may be times when you receive material that has no paper work. When this happens, you must fill out a dummy receipt. You may have either the stock number and quantity or the requisition number of the material that you have received. When this happens, you must do some research to find out if the material was ordered either for stock or DTO. Next, you must check either the material outstanding file or the Requisition/OPTAR Log. Once you locate the outstanding requisition and check the latest status card to see what activity held and shipped you the material, you may fill out the DD Form 1348-1. All you need to do is copy the information from the status card and enter it on the DD Form 1348-1. When filling out the form, you must write DUMMY RECEIPT on the form. Then, if the material is a DTO requisition, you should have that departmental representative sign for it and give him or her a copy. If the material is for stock, you should put the location in block 10 and then sign and date.

DD Form 1348

This form is used mainly for requisitioning material for stock and DTO. As discussed in chapter 5, it also is used for MVO requests for SERVMARTs and open purchase. When using the DD Form 1348 for walk-through material from a shore activity, it must be signed by the supply officer or by his or her designated representative for bearer pickup.

AUTHORIZATION

When any of these forms are used for issues, turn-ins, or bearer walk-throughs, they must be signed and approved either by the appropriate department head or the supply officer. They may also be signed by a designated representative. If the form is signed by one of these individuals, there should be a letter on file in the supply office stating who they are.

CASREP REQUESTS

Requisitions for CASREP material may be filled out on many different forms; for example, NAVSUP Forms 1250-1 and 1250-2 and DD Forms 1348-6 and 1348, and you also may use a message format. We will discuss NORS and ANORS CASREP documents next.

NORS Documents

A NORS requisition is used when you have to submit a casualty report on a piece of equipment that has broken down and affects the mission of the ship. The requisition will contain the usual requirements, except you will enter a W in the first position of the requisition number; for example, W123. In the M&S block you should enter the code of S. In blocks 54 through 56, you will enter a T in the first position of the COG such as T9N. The project code that should be entered may be one of the ones listed in appendix 6 of the NAVSUP P-485, depending on what type of CASREP and what fleet you are located in at that time. The priority you enter in blocks 60 and 61 depends on what F/AD your ship is under. The required delivery date is usually 999. When making out the requisition be sure to put the date-time group of the outgoing message in the Remarks block.

ANORS Requests

An ANORS requisition is similar to a NORS requisition except that this type of requisition pertains to aviation type of material. As was discussed in the immediate previous paragraph, you should enter the same type of information on an ANORS requisition as a NORS. The only data that could be different is the project code because of the type of material that you are ordering and the type of ship that you are stationed aboard.

The complete and correct format for filling out and putting in the correct data is explained in full detail in NAVSUP P-485, chapter 3.